THE POLICIES AND PROCEDURES INCLUDED IN THIS MANUAL ARE NOT A CONTRACT OF EMPLOYMENT AND SHOULD NOT BE RELIED ON AS SUCH. THESE POLICIES AND PROCEDURES ARE SUBJECT TO AND MAY BE CHANGED AT ANY TIME BY THE DEPARTMENT OF PUBLIC SAFETY, MEDICAL UNIVERSITY OF SOUTH CAROLINA.

A. Policy

Anytime a vehicle is towed pursuant to this Directive, the Department of Public Safety becomes directly responsible for the vehicle and all of its contents. Therefore, it is incumbent upon this Department to take reasonable and appropriate actions to insure the safety, security and accountability of all private property. When towing any motor vehicle, comply with the following procedures:

B. Procedure (CALEA 1.2.4.f)

1. Public Safety Officers WILL NOT OPEN a locked vehicle with a Slim Jim without the OWNER’S WRITTEN PERMISSION. If the owner cannot or will not give permission, it is the wrecker driver's responsibility to open the vehicle, in the presence of a Public Safety Officer - then the Public Safety Officer can proceed as below.

2. Thoroughly inspect the entire vehicle for scratches, dents, broken glass or any kind of damage. Annotate all discrepancies on PSD34, Towing Observation Sheet (see Attachment 1).

3. Thoroughly and completely inventory the contents of the vehicle, including the glove/console compartment, anything on or under the seats, any container or parcel that is unlocked or unsealed, and the trunk. Each item must be described and itemized in the COMMENTS or REMARKS section.

4. Containers or parcels, that are locked or sealed, will not be forced open. If there
is probable cause to believe that these items contain contraband or fruits of a crime, standard Search Warrant procedures will be followed.

5. All contraband and items that are fruits of a crime, discovered during standard inventory procedures, will be confiscated and documented as evidence.

6. Items that are especially vulnerable to theft, such as money, jewelry and firearms, will be removed from the vehicle, documented and secured at Public Safety Headquarters, pending notification of the owner.

7. A copy of the completed Towing Observation sheet will be given to the Tow Truck operator. A PSD-11 will state that the vehicle has been towed, with a copy of the completed Towing Observation sheet. The PSD-11 and the towing sheet will be placed in the Read File.

Attachments:

Attachment #1 - PSD Form 34, Towing and Observation Sheet
Medical University of South Carolina  
Department of Public Safety  
Towing Observation Sheet

Date: _________ Time: _________ Location of Vehicle:

Vehicle Make: __________ Vehicle Model: __________ Vehicle Color:

Vehicle Year: ______ Vehicle License #: ________________ License State/Year:

Decal #/Year/Color: __________ / __________ __________ Temporary Permit #:

(If Available): Owner’s Name:  
Phone#: ________________ Address:

Reason for towing Vehicle:
Stolen  □  Parking Violations  □
Abandoned  □  Other  □

Vehicle Condition / Inventory:

Vehicle Body Condition (Shade)        Damaged Areas

Note: Was Vehicle Secured When Officer Arrived?: Yes  □  No  □

Vehicle towed by: Name of Wrecker Service:  
Address/Phone #

POLICY AND PROCEDURE # 50
Was Vehicle Secured When Towed: Yes ☐  No ☐

Officer: __________________________ Call Sign: